

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 28, 2015**

**Task Force on County Operations & Organization**

**1. Call to Order**

Meeting was called to order by Schroeder at 1:15 p.m.

**2. Roll Call**

**Task Force Members**

Members present: Kathi Cauley, Jennifer Hanneman, Susan Happ, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer and Timothy Smith.

Others Present: Tammie Jaeger, Administration; Jim Schroeder, County Board Chairman; Benjamin Wehmeier, County Administrator; Bill Kern, Highway Commissioner; Tammy Worzalla, Accountant; J. Blair Ward, Corporation Counsel and Brian Lamers, Finance Director.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Introductions**

None

**5. Review of Agenda**

No changes

**6. Public Comment**

None

**7. Approval of January 14, 2015 Task Force meeting minutes**

Motion by Jaeckel; Second by Kutz to approve the January 14, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.

**8. Overview of Jefferson County**

Wehmeier gave a presentation providing information on Jefferson County.

**9. Review of Audit – Human Services**

Cauley provided two reports: "Update on the recommendations from the 2007 Jefferson County Human Services Department Organization and programmatic Study" and "Current Regional Collaborative or Indicatives" for the members to review. She discussed the study recommendations. Cauley and Wehmeier addressed questions.

**10. Discuss setting principle statements**

Wehmeier explained that a principle statement is key in communicating with the employees. Convey the goals to limit impact on employees going forward. Hanneman feels it is important to let employees know that we want to work with them, the County Board, citizens and departments to come up with ideas to make a more efficient way of doing things. The Task Force is not looking to make cuts and it is important that employees know that. Nehmer suggested that Wehmeier's presentation be shared. Krueger stated that employees have good ideas and they should be listened to. Wehmeier explained that some "Town Hall" meetings are going to be set up for employees to provide information. Cauley suggested holding listening sessions with employees and report back with the information. Nass would like to see if we can identify a simple county-wide quality improvement metric that will show people how that the idea works which could be applied to every department. Nehmer suggested sending press releases so the community is also informed. Members are asked to email their thoughts on what should be included in the principle statement to Tammie Jaeger by Friday, February 6th. These ideas will be discussed at the next meeting.

**11. Identify comparable counties**

A list of comparable counties that were used in the studies was provided for the members to review. Wehmeier would like to define comparable counties for the Task Force to use going forward. Wehmeier asked the members to think about the characteristics that should be considered when determining what counties are comparable to Jefferson County and are asked to forward their ideas to Tammie Jaeger by February 6<sup>th</sup>. Staff cautioned that comparing other counties can be like comparing apples to oranges and isn't always the best way to find efficiencies for Jefferson County. Kutz suggested asking UW Extension to see what tools are available to help in this process. Happ suggested sending an email to departments asking them what counties they feel have departments that are comparable to their department and what measurements the Task Force should be looking at. Department Heads should also be asked which counties are being innovative and trying new things that Jefferson County might consider.

**12. Discuss scheduling topics for future agendas**

Hanneman explained that there is a lot of work to do in a short period of time so it's important to plan ahead. The Task Force will continue to look at the department studies. A number of other topics were discussed. They are listed below in future agenda items.

**13. Communications** None

**14. Set next meeting date**

February 13<sup>th</sup> at 8:30 a.m. in Room 202; February 25<sup>th</sup> at 10:00 a.m. in Room 202

**15. Tentative Future Agenda Items and Meeting Dates**

- Approval of January 14, 2015 Task Force meeting minutes (February 13<sup>th</sup>)
- Review of Audits –Highway Department (February 13<sup>th</sup>)
- Review of Audits – Sheriff's Office (February 25<sup>th</sup>)
- Overview Strategic Plan- Steve Grabow (February 25<sup>th</sup>)
- Overview of Comprehensive Plan – Rob Klotz (February 25<sup>th</sup>)

**Future Agenda Items:**

- Review future capital projects
- Review county department structure
- Review County Board Committee structure
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
  - a. Discussion with Mayors & Village Presidents regarding shared services
  - b. Department Head reports including current and potential possibilities for shared services
  - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better
- Presentation from other counties on their CQI process
- Information on the barriers and opportunities that may exist with combining services such as Fire and EMS – Krueger
- Possible topics presented by the Wisconsin Counties Association (WCA)

**16. Adjourn**

Motion made by Cauley; Second by Nehmer to adjourn at 3:08 p.m. (Ayes-All) Motion Carried.